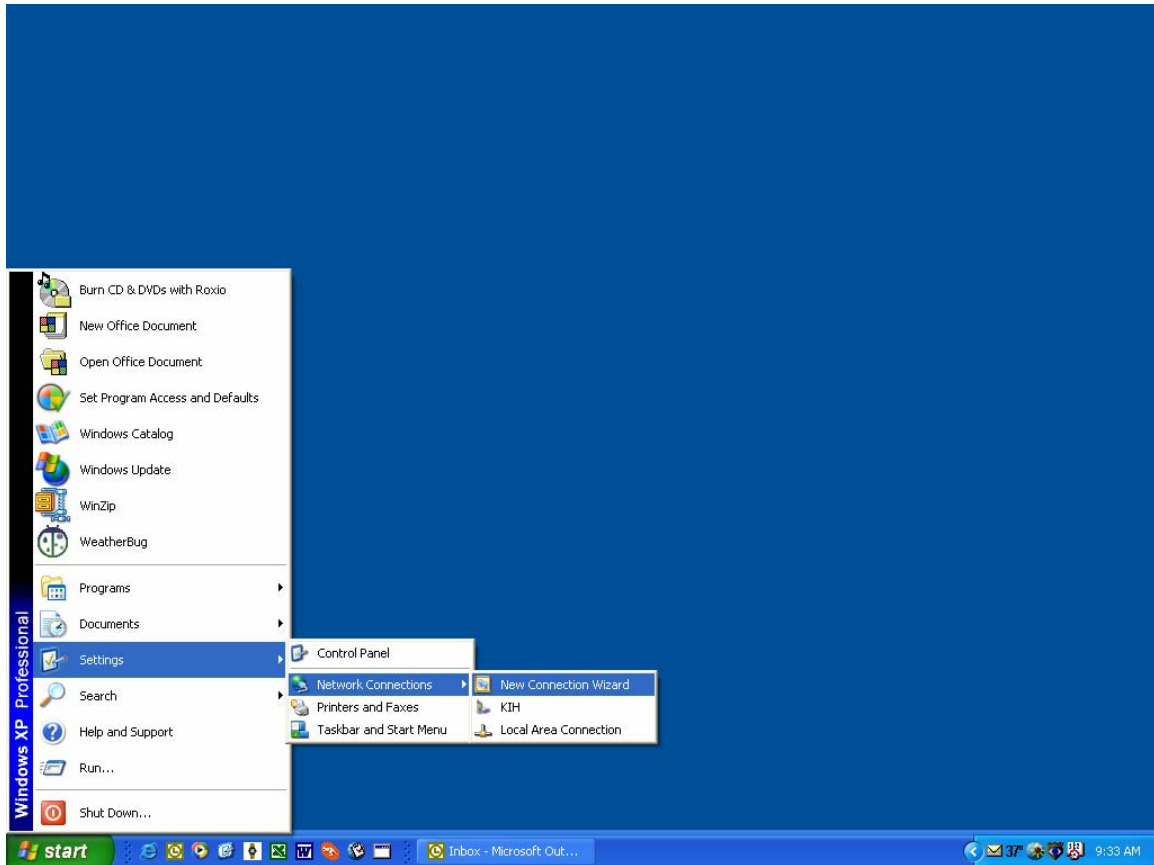


# Windows XP RAS Connection Instructions

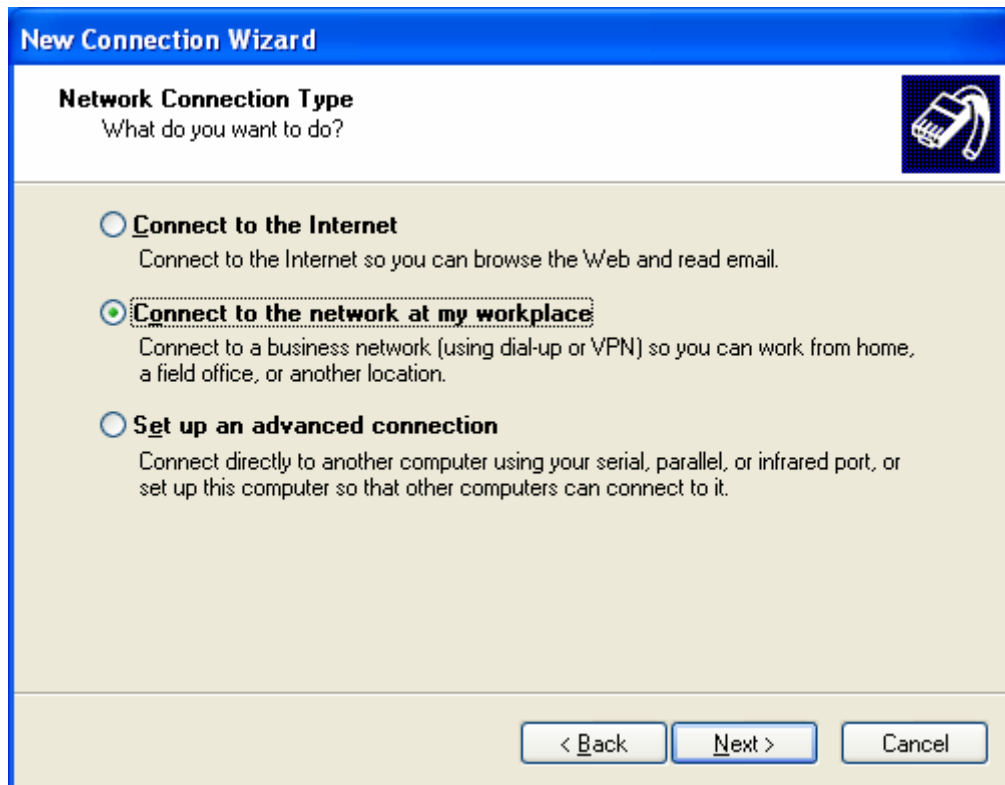
1. Open the Network Connection Wizard. Click Start, Settings, Network Connections, Network Connection Wizard.



2. The below screen appears. Click the Next button.



3. The below screen appears. Click the Radio button next to **connect to the network at my workplace**. Then click the Next button.



The image shows a Windows XP-style dialog box titled "New Connection Wizard". The title bar is blue with white text. Below the title bar, the main area has a light beige background. At the top left of this area, the text "Network Connection Type" is followed by the question "What do you want to do?". To the right of this text is a small icon of a network card. Below this, there are three radio button options. The first is "Connect to the Internet" with a description: "Connect to the Internet so you can browse the Web and read email." The second is "Connect to the network at my workplace" which is selected (indicated by a green dot in the radio button) and has a description: "Connect to a business network (using dial-up or VPN) so you can work from home, a field office, or another location." The third is "Set up an advanced connection" with a description: "Connect directly to another computer using your serial, parallel, or infrared port, or set up this computer so that other computers can connect to it." At the bottom right of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**New Connection Wizard**

**Network Connection Type**  
What do you want to do?

☐ **Connect to the Internet**  
Connect to the Internet so you can browse the Web and read email.

☒ **Connect to the network at my workplace**  
Connect to a business network (using dial-up or VPN) so you can work from home, a field office, or another location.

☐ **Set up an advanced connection**  
Connect directly to another computer using your serial, parallel, or infrared port, or set up this computer so that other computers can connect to it.

< Back   Next >   Cancel

4. The below screen appears. Click the radio button next to **Dial-up Connection**. Then click the Next button.



The image shows a Windows XP-style 'New Connection Wizard' dialog box. The title bar is blue with the text 'New Connection Wizard'. The main area has a light beige background. At the top, it says 'Network Connection' followed by the question 'How do you want to connect to the network at your workplace?'. To the right of this text is a small icon of a modem. Below the question, it says 'Create the following connection:'. There are two radio button options. The first is 'Dial-up connection', which is selected (indicated by a green dot in the radio button). Below it, a description reads: 'Connect using a modem and a regular phone line or an Integrated Services Digital Network (ISDN) phone line.' The second option is 'Virtual Private Network connection', which is not selected. Below it, a description reads: 'Connect to the network using a virtual private network (VPN) connection over the Internet.' At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

**New Connection Wizard**

**Network Connection**  
How do you want to connect to the network at your workplace?

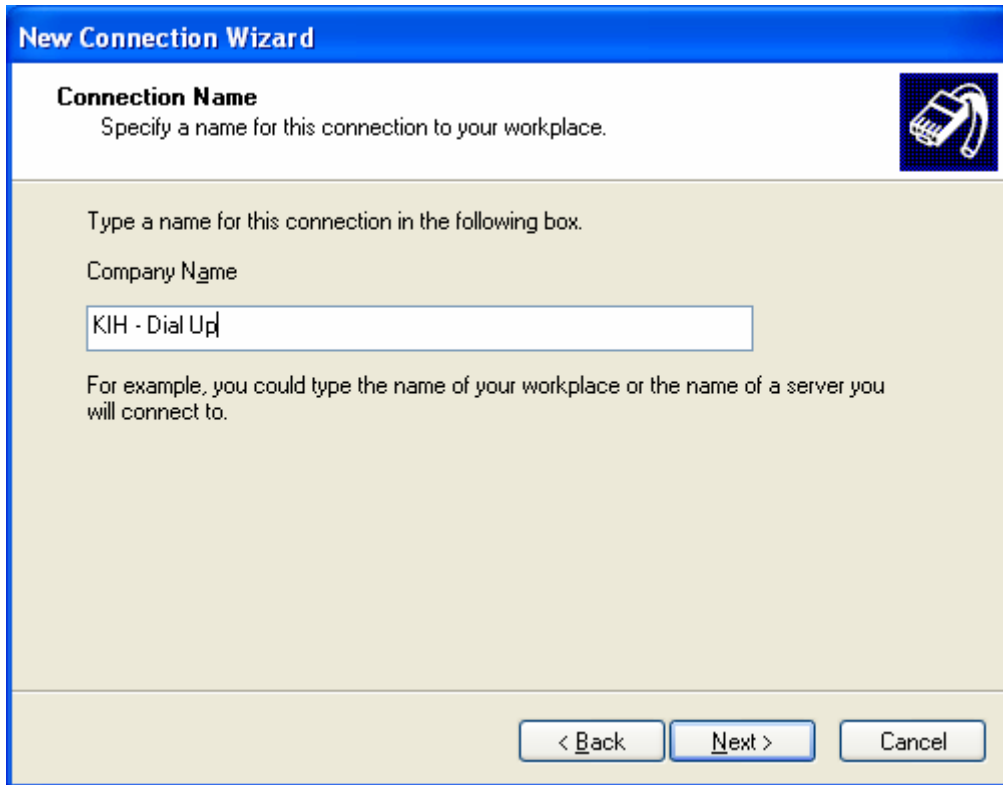
Create the following connection:

☒ **Dial-up connection**  
Connect using a modem and a regular phone line or an Integrated Services Digital Network (ISDN) phone line.

☐ **Virtual Private Network connection**  
Connect to the network using a virtual private network (VPN) connection over the Internet.

< Back   Next >   Cancel

5. The below screen appears. Click in the Company Name Box and type in **KIH – Dial-Up Connection**. Then click on the Next button.



The image shows a Windows XP-style dialog box titled "New Connection Wizard". The title bar is blue with white text. The main area has a light beige background. At the top left, the text "Connection Name" is bolded, followed by the instruction "Specify a name for this connection to your workplace." To the right of this text is a small icon of a modem. Below the instruction, there is a text box labeled "Company Name" containing the text "KIH - Dial Up". Below the text box, there is a line of text: "For example, you could type the name of your workplace or the name of a server you will connect to." At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**New Connection Wizard**

**Connection Name**  
Specify a name for this connection to your workplace.

Type a name for this connection in the following box.

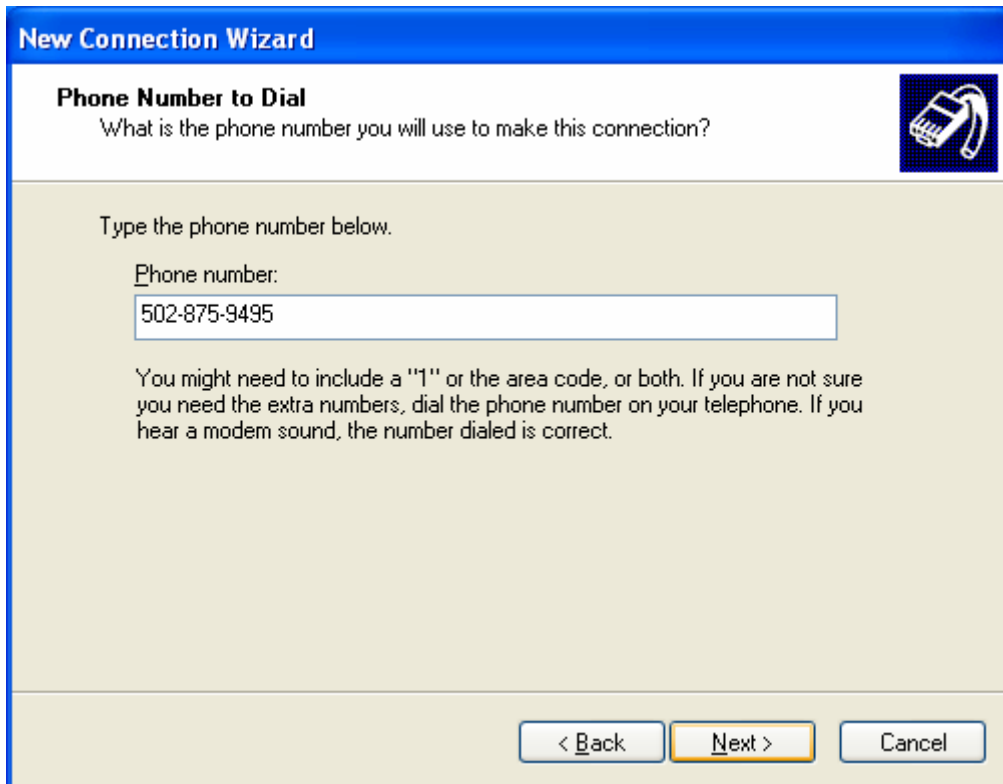
Company Name

KIH - Dial Up

For example, you could type the name of your workplace or the name of a server you will connect to.

< Back   Next >   Cancel

6. The below screen appears. Click in the Phone number box and type in your 800 number if you do not have local calling to Frankfort. You should have received this 800 number with your RAS login credentials; otherwise, type in the Frankfort local number as shown. Then click the Next button.



The image shows a Windows-style dialog box titled "New Connection Wizard". The title bar is blue with white text. The main area has a light beige background. At the top, there's a section header "Phone Number to Dial" in bold, followed by the question "What is the phone number you will use to make this connection?". To the right of this text is a small icon of a telephone handset. Below the question, it says "Type the phone number below." followed by a label "Phone number:" and a text input field containing the number "502-875-9495". Below the input field, there is a paragraph of instructional text: "You might need to include a '1' or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct." At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a yellow border), and "Cancel".

**New Connection Wizard**

**Phone Number to Dial**  
What is the phone number you will use to make this connection?

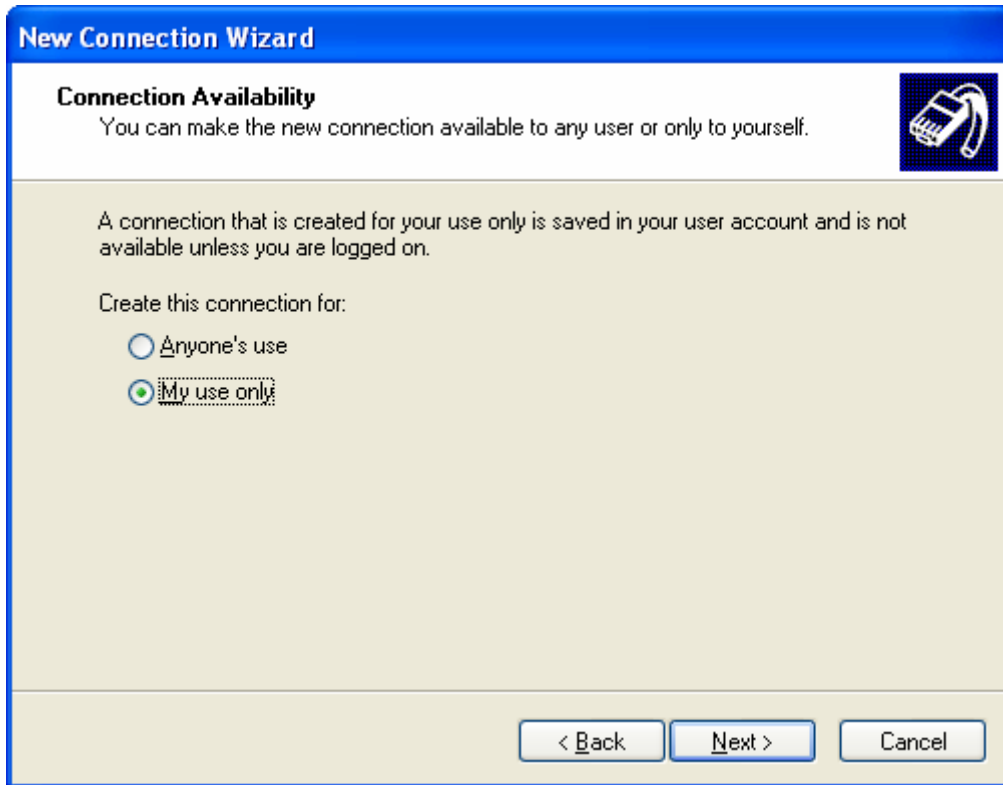
Type the phone number below.

Phone number:  
502-875-9495

You might need to include a "1" or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct.

< Back   Next >   Cancel

7. The below screen appears. Click the radio button next to **My use only**. Then click the Next button.



The image shows a Windows XP-style dialog box titled "New Connection Wizard". The title bar is blue with white text. The main area has a light beige background. At the top, there's a section titled "Connection Availability" in bold, followed by the text "You can make the new connection available to any user or only to yourself." To the right of this text is a small icon of a network card. Below this, there's a paragraph explaining that a connection created for personal use is saved in the user's account and is not available unless they are logged on. Then, it says "Create this connection for:" followed by two radio button options: "Anyone's use" and "My use only". The "My use only" option is selected, indicated by a green dot. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

**New Connection Wizard**

**Connection Availability**  
You can make the new connection available to any user or only to yourself.

A connection that is created for your use only is saved in your user account and is not available unless you are logged on.

Create this connection for:

☐ Anyone's use

☒ My use only

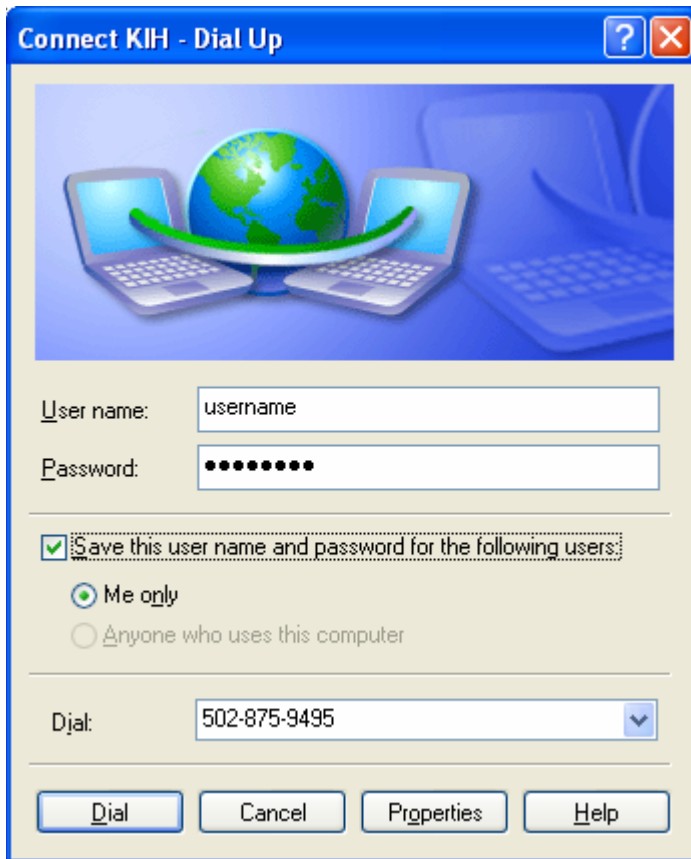
< Back   Next >   Cancel

8. The below screen appears. Click the check box next to Add a shortcut to this connection to my desktop. Then click the Finish button.





9. The below box appears. Type in your **username** and **password**. Click the check box next to **Save this user name and password for the following user**. Click the radio button next to **Me only**. Click the Dial button and it should call the number entered and connect to KIH. This will also add a shortcut to your desktop. Each time you desire to connect to KIH all you have to do is double click the shortcut. Any time dial up fails you will have to repeat step 9 and re-enter your **password**.



Connect KIH - Dial Up

User name: username

Password: ••••••••

☒ Save this user name and password for the following users:

☒ Me only

☐ Anyone who uses this computer

Dial: 502-875-9495

Dial Cancel Properties Help